

TOWNSHIP OF HAWES  
Alcona County, Michigan

FINANCIAL REPORT WITH  
SUPPLEMENTARY INFORMATION

Year Ended March 31, 2008

## Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input checked="" type="checkbox"/> Twp <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Unit Name Township of Hawes	County Alcona
Fiscal Year End March 31, 2008	Opinion Date August 4, 2008	Date Audit Report Submitted to State August 7, 2008	

We affirm that:

We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).


YES  
NO

Check each applicable box below. (See instructions for further detail.)

1. ☒ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
2. ☐ ☒ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
3. ☒ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
4. ☒ ☐ The local unit has adopted a budget for all required funds.
5. ☒ ☐ A public hearing on the budget was held in accordance with State statute.
6. ☒ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
7. ☒ ☐ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
8. ☒ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
9. ☒ ☐ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
10. ☒ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
11. ☒ ☐ The local unit is free of repeated comments from previous years.
12. ☒ ☐ The audit opinion is UNQUALIFIED.
13. ☒ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
14. ☒ ☐ The board or council approves all invoices prior to payment as required by charter or statute.
15. ☒ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

<b>We have enclosed the following:</b>	Enclosed	Not Required (enter a brief justification)	
Financial Statements	<input checked="" type="checkbox"/>		
The letter of Comments and Recommendations	<input checked="" type="checkbox"/>		
Other (Describe)	<input type="checkbox"/>	N/A	
Certified Public Accountant (Firm Name) Campbell, Kusterer & Co., P.C.		Telephone Number 989-894-1040	
Street Address 512 N. Lincoln, Suite 100, P.O. Box 686		City Bay City	State MI
Authorizing CPA Signature 		Printed Name Mark J. Campbell	Zip 48707
		License Number 1101007803	

TOWNSHIP OF HAWES  
Alcona County, Michigan

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditors' Report	1
Management's Discussion and Analysis	2-4
Basic Financial Statements:	
Government-wide Financial Statements:	
Government-wide Statement of Net Assets	5
Government-wide Statement of Activities	6
Fund Financial Statements:	
Governmental Fund:	
Balance Sheet	7
Reconciliation of Balance Sheet of Governmental Fund to the Statement of Net Assets	8
Statement of Revenues, Expenditures, and Changes in Fund Balances	9
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Fund to the Statement of Activities	10
Notes to Financial Statements	11-16
Required Supplemental Information:	
Budgetary Comparison Schedule – General Fund	17
Budgetary Comparison Schedule – Fire Fund	18
Budgetary Comparison Schedule – Road Fund	19
Other supporting information:	
Current Tax Collection Fund Statement of Changes in Assets and Liabilities	20

# **CAMPBELL, KUSTERER & CO., P.C.**

CERTIFIED PUBLIC ACCOUNTANTS

MARK J. CAMPBELL, CPA  
KENNETH P. KUSTERER, CPA

512 N. LINCOLN AVE. - SUITE 100  
P.O. BOX 686  
BAY CITY, MICHIGAN 48707

TEL (989) 894-1040  
FAX (989) 894-5494

## **INDEPENDENT AUDITOR'S REPORT**

August 4, 2008

To the Township Board  
Township of Hawes  
Alcona County, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of Township of Hawes, Alcona County, Michigan as of and for the year ended March 31, 2008, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Township of Hawes's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Township of Hawes, Alcona County, Michigan as of March 31, 2008, and the respective changes in financial position thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis and budgetary comparison information listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the Township's basic financial statements. The other supporting information described in the accompanying table of contents is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied by us in the audit of the basic financial statements and, in our opinion, it is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Campbell, Kusterer & Co., P.C.*  
CAMPBELL, KUSTERER & CO., P.C.  
Certified Public Accountants

TOWNSHIP OF HAWES  
Alcona County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the year ended March 31, 2008

The Management's Discussion and Analysis report of the Township of Hawes covers the Township's financial performance during the year ended March 31, 2008.

FINANCIAL HIGHLIGHTS

Our financial status remained stable over the last year. Net assets at March 31, 2008, totaled \$455,329.35 for governmental activities. Overall total capital assets remained the same.

Overall revenues were \$347,860.39 from governmental activities. Governmental activities had a \$16,565.44 decrease in net assets.

We did not incur any new debt.

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of three parts, management's discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Township and the notes to the financial statements.

The first two statements are entity-wide financial statements and provide both long and short-term information about our overall financial status. These statements present governmental activities.

The remaining statements are fund financial statements, which focus on individual parts of the Township in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

ENTITY-WIDE FINANCIAL STATEMENTS

The entity-wide statements report information about the Township as a whole using accounting methods used by private companies. The statement of net assets includes all of the Township's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two entity-wide statements report net assets and how they have changed. Net assets are the difference between the entity's assets and liabilities and this is one method to measure the entity's financial health or position.

Over time increases/decreases in the entity's net assets are an indicator of whether financial position is improving or deteriorating.

To assess overall health of the entity you may also have to consider additional factors such as tax base changes, facility conditions and personnel changes.

All of the activities of the Township are reported as governmental activities. This includes the General Fund, Fire Fund, Road Fund, and the Budget Stabilization Fund.

TOWNSHIP OF HAWES  
Alcona County, Michigan

**CONDENSED FINANCIAL INFORMATION**  
For the year ended March 31, 2008

	<u>Total Governmental Activities 2008</u>
Current Assets	454 203
Capital Assets	<u>1 126</u>
<b>Total Assets</b>	<b><u>455 329</u></b>
Current Liabilities	-
Non-current Liabilities	<u>-</u>
<b>Total Liabilities</b>	<b><u>-</u></b>
Net Assets:	
Invested in Capital Assets	1 126
Unrestricted	<u>454 203</u>
<b>Total Net Assets</b>	<b><u>455 329</u></b>

	<u>Total Governmental Activities 2008</u>
Program Revenues:	
Fees and Charges for Services	28 188
General Revenues:	
Property Taxes	233 246
State Revenue Sharing	72 442
Interest	8 578
Miscellaneous	<u>5 406</u>
<b>Total Revenues</b>	<b><u>347 860</u></b>
Program Expenses:	
Legislative	17 021
General Government	60 637
Public Safety	97 042
Public Works	188 476
Recreation and Culture	<u>1 250</u>
<b>Total Expenses</b>	<b><u>364 426</u></b>
Increase (Decrease) in Net Assets	(16 566)
Net Assets, April 1	<u>471 895</u>
<b>Net Assets, March 31</b>	<b><u>455 329</u></b>

TOWNSHIP OF HAWES  
Alcona County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the year ended March 31, 2008

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the Township's funds, focusing on significant (major) funds not the Township as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. The Township Board also may create them. Funds are established to account for funding and spending of specific financial resources and to show proper expenditures of those resources.

The Township has the following types of funds:

Governmental funds: All of the Township's activities are included in the governmental category. These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that the differences between the Township's entity-wide statements and the fund statements are disclosed in reconciling statements to explain the differences between them. The Township's governmental activities include the General Fund, the Fire Fund, the Road Fund and the Budget Stabilization Fund.

FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE

Our cash position in the governmental activities remains stable.

FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS

The General Fund pays for most of the Township's governmental services which totaled \$97,533.26.

CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

The Township's governmental activities invested \$1,407.91 in capital assets.

The Township has no long-term debt at this time.

KNOWN FACTORS AFFECTING FUTURE OPERATIONS

The future of state revenue sharing is very clouded and it represents a significant portion of our income.

CONTACTING THE TOWNSHIP'S MANAGEMENT

This financial report is designed to provide our taxpayers, creditors, investors and customers with a general overview of the Townships finances and to demonstrate the Township's accountability for the revenues it receives. If you have any questions concerning this report please contact the Township at (989) 736-8460.

TOWNSHIP OF HAWES  
Alcona County, Michigan

GOVERNMENT-WIDE STATEMENT OF NET ASSETS  
March 31, 2008

	<u>Governmental Activities</u>
ASSETS:	
CURRENT ASSETS:	
Cash in bank	426 745 30
Taxes receivable	<u>27 457 73</u>
Total Current Assets	<u>454 203 03</u>
NON-CURRENT ASSETS:	
Capital Assets	5 434 82
Less: Accumulated Depreciation	<u>(4 308 50)</u>
Total Non-current Assets	<u>1 126 32</u>
TOTAL ASSETS	<u><u>455 329 35</u></u>
LIABILITIES AND NET ASSETS:	
LIABILITIES:	
CURRENT LIABILITIES:	
Accounts payable	<u>-</u>
Total Current Liabilities	<u>-</u>
NON-CURRENT LIABILITIES	<u>-</u>
Total Non-current Liabilities	<u>-</u>
Total liabilities	<u>-</u>
NET ASSETS:	
Invested in Capital Assets, Net of Related Debt	1 126 32
Unrestricted	<u>454 203 03</u>
Total Net Assets	<u>455 329 35</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>455 329 35</u></u>

The accompanying notes are an integral part of these financial statements.



TOWNSHIP OF HAWES  
Alcona County, Michigan

**GOVERNMENT-WIDE STATEMENT OF ACTIVITIES**  
Year ended March 31, 2008

	<u>Expenses</u>	<u>Program Revenue</u>	<u>Governmental Activities Net (Expense) Revenue and Changes in Net Assets</u>
<b>FUNCTIONS/PROGRAMS</b>			
Governmental Activities:			
Legislative	17 020 95	-	(17 020 95)
General government	60 636 74	28 188 50	(32 448 24)
Public safety	97 042 02	-	(97 042 02)
Public works	188 476 12	-	(188 476 12)
Culture and recreation	1 250 00	-	(1 250 00)
<b>Total Governmental Activities</b>	<u>364 425 83</u>	<u>28 188 50</u>	<u>(336 237 33)</u>
General Revenues:			
Property taxes			233 246 05
State revenue sharing			72 442 39
Interest			8 577 85
Miscellaneous			<u>5 405 60</u>
<b>Total General Revenues</b>			<u>319 671 89</u>
<b>Change in net assets</b>			<u>(16 565 44)</u>
<b>Net assets, beginning of year</b>			<u>471 894 79</u>
<b>Net Assets, End of Year</b>			<u>455 329 35</u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF HAWES  
Alcona County, Michigan

**BALANCE SHEET – GOVERNMENTAL FUNDS**  
March 31, 2008

	<u>General</u>	<u>Fire</u>	<u>Road</u>
<b><u>Assets</u></b>			
Cash in bank	212 131 37	68 764 36	133 223 39
Taxes receivable	5 691 63	7 250 02	14 516 08
Due from other funds	<u>2 626 18</u>	<u>-</u>	<u>-</u>
Total Assets	<u><u>220 449 18</u></u>	<u><u>76 014 38</u></u>	<u><u>147 739 47</u></u>
<b><u>Liabilities and Fund Equity</u></b>			
Liabilities	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>
Fund equity:			
Fund balances:			
Unreserved:			
Undesignated	<u>220 449 18</u>	<u>76 014 38</u>	<u>147 739 47</u>
Total fund equity	<u><u>220 449 18</u></u>	<u><u>76 014 38</u></u>	<u><u>147 739 47</u></u>
Total Liabilities and Fund Equity	<u><u>220 449 18</u></u>	<u><u>76 014 38</u></u>	<u><u>147 739 47</u></u>

The accompanying notes are an integral part of these financial statements.

Other Funds (Budget Stabilization)	Total
10 000 00	424 119 12
-	27 457 73
-	2 626 18
<u>10 000 00</u>	<u>454 203 03</u>
-	-
-	-
<u>10 000 00</u>	<u>454 203 03</u>
<u>10 000 00</u>	<u>454 203 03</u>
<u>10 000 00</u>	<u>454 203 03</u>

TOWNSHIP OF HAWES  
Alcona County, Michigan

RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET ASSETS  
March 31, 2008

TOTAL FUND BALANCES – GOVERNMENTAL FUNDS	454 203 03
Amounts reported for governmental activities in the statement of net assets are different because –	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet:	
Capital assets at cost	5 434 82
Accumulated depreciation	<u>(4 308 50)</u>
TOTAL NET ASSETS – GOVERNMENTAL ACTIVITIES	<u><u>455 329 35</u></u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF HAWES  
Alcona County, Michigan

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES –  
GOVERNMENTAL FUNDS  
Year ended March 31, 2008

	<u>General</u>	<u>Fire</u>	<u>Road</u>
Revenues:			
Property taxes	37 279 51	64 230 27	131 736 27
Licenses and permits	1 531 49	-	-
State revenue sharing	71 997 24	-	445 15
Charges for services – PTAF	26 657 01	-	-
Interest	5 894 01	238 45	2 445 39
Miscellaneous	1 331 19	4 024 41	50 00
Total revenues	<u>144 690 45</u>	<u>68 493 13</u>	<u>134 676 81</u>
Expenditures:			
Legislative:			
Township Board	17 020 95	-	-
General government:			
Supervisor	6 080 00	-	-
Elections	1 414 45	-	-
Assessor	17 237 88	-	-
Clerk	11 477 25	-	-
Board of Review	1 980 50	-	-
Treasurer	16 006 05	-	-
Cemetery	1 200 00	-	-
Unallocated	4 721 65	-	-
Public safety:			
Liquor law enforcement	1 299 96	-	-
Fire protection	-	86 700 00	-
Planning and zoning	9 042 06	-	-
Public works:			
Roads	827 28	-	-
Highways and streets	-	-	181 081 52
Street lighting	4 767 32	-	-
Sanitation	1 800 00	-	-
Culture and recreation:			
Parks	1 250 00	-	-
Capital outlay	1 407 91	-	-
Total expenditures	<u>97 533 26</u>	<u>86 700 00</u>	<u>181 081 52</u>
Excess (deficiency) of revenues over expenditures	<u>47 157 19</u>	<u>(18 206 87)</u>	<u>(46 404 71)</u>
Other financing sources (uses):			
Operating transfers in	-	11 000 00	25 000 00
Operating transfers out	(36 000 00)	-	-
Total other financing sources (uses)	<u>(36 000 00)</u>	<u>11 000 00</u>	<u>25 000 00</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	11 157 19	(7 206 87)	(21 404 71)
Fund balances, April 1	<u>209 291 99</u>	<u>83 221 25</u>	<u>169 144 18</u>
Fund Balances, March 31	<u>220 449 18</u>	<u>76 014 38</u>	<u>147 739 47</u>

The accompanying notes are an integral part of these financial statements.

Other Funds (Budget Stabilization)	Total
-	233 246 05
-	1 531 49
-	72 442 39
-	26 657 01
-	8 577 85
-	5 405 60
-	347 860 39
-	17 020 95
-	6 080 00
-	1 414 45
-	17 237 88
-	11 477 25
-	1 980 50
-	16 006 05
-	1 200 00
-	4 721 65
-	1 299 96
-	86 700 00
-	9 042 06
-	827 28
-	181 081 52
-	4 767 32
-	1 800 00
-	1 250 00
-	1 407 91
-	365 314 78
-	(17 454 39)
-	36 000 00
-	(36 000 00)
-	-
-	(17 454 39)
10 000 00	471 657 42
10 000 00	454 203 03

TOWNSHIP OF HAWES  
Alcona County, Michigan

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

Year ended March 31, 2008

NET CHANGE IN FUND BALANCES – TOTAL GOVERNMENTAL FUNDS (17 454 39)

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures; in the Statement of Activities,  
these costs are allocated over their estimated useful lives as depreciation

Depreciation Expense	(518 96)
Capital Outlay	<u>1 407 91</u>

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES (16 565 44)

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF HAWES  
Alcona County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2008

Note 1 – Summary of Significant Accounting Policies

The accounting policies of the Township of Hawes, Alcona County, Michigan, conform to generally accepted accounting principles as applicable to governmental units.

Reporting Entity

The financial statements of the Township contain all the Township funds that are controlled by or dependent on the Township's executive or legislative branches.

The reporting entity is the Township of Hawes. The Township is governed by an elected Township Board. As required by generally accepted accounting principles, these financial statements present the Township as the primary government.

Government-Wide and Fund Financial Statements

The government-wide financial statements, (the Statement of Net Assets and the Statement of Changes in Net Assets) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the Township's government-wide activities are considered governmental activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes, intergovernmental payments and other items not properly included among program revenues are reported as general revenue.

Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, restricted resources are applied first.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.



TOWNSHIP OF HAWES  
Alcona County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2008

Note 1 – Summary of Significant Accounting Policies (continued)

Governmental Funds

General Fund

This fund is used to account for all financial transactions except those required to be accounted for in another fund. The fund includes the general operating expenditures of the local unit. Revenues are derived primarily from property taxes, state and federal distributions, grants, and other intergovernmental revenues.

Special Revenue Funds

These funds are used to account for specific governmental revenues requiring separate accounting because of legal or regulatory provisions or administrative action.

Fiduciary Fund

The Current Tax Collection Fund is used to account for assets held as an agent for others.

Assets, Liabilities and Net Assets or Equity

Bank deposits and investments – Cash and cash equivalent investments include cash on hand, demand deposits, certificates of deposit and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables

Receivables have been recognized for all significant amounts due to the Township. Allowances for uncollectible accounts have not been provided for in that collection is not considered doubtful and any uncollected amount would be immaterial.

Inventories

Inventories of supplies are considered to be immaterial and are not recorded.

Property Taxes

Property taxes and other revenue that are both measurable and available for use to finance operations are recorded as revenue when earned.

Properties are assessed as of December 31 and the related property taxes become a lien on December 1 of the following year. These taxes are due on February 14 with the final collection date of February 28 before they are added to the county tax rolls. The 2007 tax roll millage rate was 3.4252 mills, and the taxable value was \$68,334,532.00.

Encumbrances

Encumbrances involving the current recognition of purchase orders, contracts and other commitments for future expenditures are not recorded.

TOWNSHIP OF HAWES  
Alcona County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2008

Note 1 – Summary of Significant Accounting Policies (continued)

Capital Assets

Capital assets are defined by the Township as assets with an initial cost of more than \$1,000.00 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Equipment	5 years
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Compensated Absences (Vacation and Sick Leave)

Employees are not allowed to accumulate vacation and sick pay.

Post-employment Benefits

The Township provides no post-employment benefits to past employees.

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Note 2 – Budgets and Budgetary Accounting

The following procedures are followed in establishing the budgetary data reflected in these financial statements:

1. Prior to the beginning of the fiscal year, the proposed budget for each budgetary fund is submitted to the Township Board for consideration.
2. The proposed budgets include expenditures as well as the methods of financing them.
3. Public hearings are held to obtain taxpayer comments.
4. The budgets are adopted at the activity level by a majority vote of the Township Board.
5. The budgets are adopted on the modified accrual basis of accounting.
6. The originally adopted budgets can be amended during the year only by a majority vote of the Township Board.
7. The adopted budgets are used as a management control device during the year for all budgetary funds.
8. Budget appropriations lapse at the end of each fiscal year.
9. The budgeted amounts shown in these financial statements are the originally adopted budgets with all amendments that were approved by the Township Board during the fiscal year.

TOWNSHIP OF HAWES  
Alcona County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2008

**Note 3 – Deposits and Investments**

Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligation repurchase agreements; banker's acceptance of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

The Township Board has designated one bank for the deposit of Township funds. The investment policy adopted by the Board in accordance with Public Act 196 of 1997 has authorized investment in all investments authorized by state law as listed above.

The Township's deposits and investments are in accordance with statutory authority.

The Governmental Accounting Standards Board Statement No. 3, risk disclosures for the cash deposits are as follows:

	<u>Carrying Amounts</u>
Total Deposits	<u>426 745 30</u>

Amounts in the bank balances are without considering deposits in transit or uncleared checks.

	<u>Bank Balances</u>
Insured (FDIC)	105 089 21
Uninsured and Uncollateralized	<u>342 052 78</u>
Total Deposits	<u>447 141 99</u>

The Township of Hawes did not have any investments as of March 31, 2008.

**Disclosures Relating to Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the Township manages its exposure to interest rate risk is by participating in financial institution pooled funds and in mutual funds which hold diverse investments that are authorized by law for direct investments.

**Concentration of Credit Risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

The investment policy of the Township contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by Michigan law.

**Custodial Credit Risk**

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. Michigan law and the Township's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits.

TOWNSHIP OF HAWES  
Alcona County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2008

**Note 3 – Deposits and Investments (continued)**

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Michigan law and the Township's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investment, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

**Note 4 – Capital Assets**

Capital asset activity of the Township's Governmental activities for the current year was as follows:

	Balance 4/1/07	Additions	Deletions	Balance 3/31/08
<u>Governmental Activities:</u>				
Equipment	4 026 91	1 407 91	-	5 434 82
Total	4 026 91	1 407 91	-	5 434 82
Accumulated Depreciation	(3 789 54)	(518 96)	-	(4 308 50)
Net Capital Assets	<u>237 37</u>	<u>888 95</u>	<u>-</u>	<u>1 126 32</u>

**Note 5 – Pension Plan**

The Township has a defined contribution pension plan covering all elected officials. The Township contributes an amount of each employee's annual salary to the plan. Pension expense for the fiscal year ended March 31, 2008 was \$2,958.93.

**Note 6 – Deferred Compensation Plan**

The Township does not have a deferred compensation plan.

**Note 7 – Risk Management**

The Township is exposed to various risks of loss related to property loss, torts, errors, omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for property loss, torts and workers' compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

**Note 8 – Building Permits**

The Township of Hawes does not issue building permits. Building permits are issued by the County of Alcona.

TOWNSHIP OF HAWES  
Alcona County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2008

**Note 9 – Interfund Receivables and Payables**

The amounts of interfund receivables and payables are as follows:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Fund</u>	<u>Interfund Payable</u>
General	<u>2 626 18</u>	Current Tax Collection	<u>2 626 18</u>
Total	<u>2 626 18</u>	Total	<u>2 626 18</u>

**Note 10 – Transfers In and Transfers Out**

For the fiscal year ended March 31, 2008, the Township made the following interfund transfers:

<u>Fund</u>	<u>Transfers In</u>	<u>Fund</u>	<u>Transfers Out</u>
Fire	11 000 00	General	11 000 00
Road	<u>25 000 00</u>	General	<u>25 000 00</u>
Total	<u>36 000 00</u>	Total	<u>36 000 00</u>

**Note 11 – Budget Variances**

For the fiscal year ended March 31, 2008, the Township incurred the following budget variances:

<u>Fund/Activity</u>	<u>Final Budget</u>	<u>Actual Expenditures</u>	<u>Budget Variance</u>
Road:			
Highways and streets	152 500 00	181 081 52	28 581 52
Fire:			
Fire protection	82 700 00	86 700 00	4 000 00
General:			
Elections	-	1 414 45	1 414 45
Assessor	16 900 00	17 237 88	337 88
Clerk	11 260 00	11 477 25	217 25
Board of Review	1 710 00	1 980 50	270 50
Unallocated	4 485 00	4 721 65	236 65

TOWNSHIP OF HAWES  
Alcona County, Michigan

BUDGETARY COMPARISON SCHEDULE – GENERAL FUND  
Year ended March 31, 2008

	Original Budget	Final Budget	Actual	Variance with Final Budget Over (Under)
Revenues:				
Property taxes	35 500 00	35 500 00	37 279 51	1 779 51
Licenses and permits	1 700 00	1 700 00	1 531 49	(168 51)
State revenue sharing	66 450 00	66 450 00	71 997 24	5 547 24
Charges for services- PTAF	19 500 00	19 500 00	26 657 01	7 157 01
Interest	3 020 00	3 020 00	5 894 01	2 874 01
Miscellaneous	10 560 00	10 560 00	1 331 19	(9 228 81)
Total revenues	136 730 00	136 730 00	144 690 45	7 960 45
Expenditures:				
Legislative:				
Township Board	20 140 00	20 140 00	17 020 95	(3 119 05)
General government:				
Supervisor	6 295 00	6 295 00	6 080 00	(215 00)
Elections	-	-	1 414 45	1 414 45
Assessor	16 900 00	16 900 00	17 237 88	337 88
Clerk	11 260 00	11 260 00	11 477 25	217 25
Board of Review	1 710 00	1 710 00	1 980 50	270 50
Treasurer	16 620 00	16 620 00	16 006 05	(613 95)
Cemetery	2 000 00	2 000 00	1 200 00	(800 00)
Unallocated	3 485 00	4 485 00	4 721 65	236 65
Public safety:				
Liquor law enforcement	1 320 00	1 320 00	1 299 96	(20 04)
Planning and zoning	10 300 00	10 300 00	9 042 06	(1 257 94)
Public works:				
Roads	2 200 00	2 200 00	827 28	(1 372 72)
Street lighting	5 000 00	5 000 00	4 767 32	(232 68)
Sanitation	5 000 00	5 000 00	1 800 00	(3 200 00)
Culture and recreation:				
Parks	3 000 00	2 000 00	1 250 00	(750 00)
Capital outlay	2 000 00	2 000 00	1 407 91	(592 09)
Total expenditures	107 230 00	107 230 00	97 533 26	(9 696 74)
Excess (deficiency) of revenues over expenditures	29 500 00	29 500 00	47 157 19	17 657 19
Other financing sources (uses):				
Operating transfers out	(29 500 00)	(29 500 00)	(36 000 00)	(6 500 00)
Total other financing sources (uses)	(29 500 00)	(29 500 00)	(36 000 00)	(6 500 00)
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	-	11 157 19	11 157 19
Fund balance, April 1	-	-	209 291 99	209 291 99
Fund Balance, March 31	-	-	220 449 18	220 449 18

TOWNSHIP OF HAWES  
Alcona County, Michigan

**BUDGETARY COMPARISON SCHEDULE – FIRE FUND**  
Year ended March 31, 2008

	Original Budget	Final Budget	Actual	Variance with Final Budget Over (Under)
Revenues:				
Property taxes	61 600 00	61 600 00	64 230 27	2 630 27
Interest	100 00	100 00	238 45	138 45
Miscellaneous	-	-	4 024 41	4 024 41
Total revenues	<u>61 700 00</u>	<u>61 700 00</u>	<u>68 493 13</u>	<u>6 793 13</u>
Expenditures:				
Public safety:				
Fire protection	<u>69 100 00</u>	<u>82 700 00</u>	<u>86 700 00</u>	<u>4 000 00</u>
Total expenditures	<u>69 100 00</u>	<u>82 700 00</u>	<u>86 700 00</u>	<u>4 000 00</u>
Excess (deficiency) of revenues over expenditures	(7 400 00)	(21 000 00)	(18 206 87)	2 793 13
Other financing sources (uses):				
Operating transfers in	<u>11 000 00</u>	<u>11 000 00</u>	<u>11 000 00</u>	<u>-</u>
Total other financing sources (uses)	<u>11 000 00</u>	<u>11 000 00</u>	<u>11 000 00</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	3 600 00	(10 000 00)	(7 206 87)	2 793 13
Fund balance, April 1	<u>-</u>	<u>10 000 00</u>	<u>83 221 25</u>	<u>73 221 25</u>
Fund Balance, March 31	<u><u>3 600 00</u></u>	<u><u>-</u></u>	<u><u>76 014 38</u></u>	<u><u>76 014 38</u></u>

TOWNSHIP OF HAWES  
Alcona County, Michigan

**BUDGETARY COMPARISON SCHEDULE – ROAD FUND**  
Year ended March 31, 2008

	Original Budget	Final Budget	Actual	Variance with Final Budget Over (Under)
Revenues:				
Property taxes	126 000 00	126 000 00	131 736 27	5 736 27
State revenue sharing	-	-	445 15	445 15
Interest	500 00	500 00	2 445 39	1 945 39
Miscellaneous	<u>1 000 00</u>	<u>1 000 00</u>	<u>50 00</u>	<u>(950 00)</u>
Total revenues	<u>127 500 00</u>	<u>127 500 00</u>	<u>134 676 81</u>	<u>7 176 81</u>
Expenditures:				
Public works:				
Highways and streets	<u>152 500 00</u>	<u>152 500 00</u>	<u>181 081 52</u>	<u>28 581 52</u>
Total expenditures	<u>152 500 00</u>	<u>152 500 00</u>	<u>181 081 52</u>	<u>28 581 52</u>
Excess (deficiency) of revenues over expenditures	(25 000 00)	(25 000 00)	(46 404 71)	(21 404 71)
Other financing sources (uses):				
Operating transfers in	<u>25 000 00</u>	<u>25 000 00</u>	<u>25 000 00</u>	<u>-</u>
Total other financing sources (uses)	<u>25 000 00</u>	<u>25 000 00</u>	<u>25 000 00</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	-	(21 404 71)	(21 404 71)
Fund balance, April 1	<u>-</u>	<u>-</u>	<u>169 144 18</u>	<u>169 144 18</u>
Fund Balance, March 31	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>147 739 47</u></u>	<u><u>147 739 47</u></u>



TOWNSHIP OF HAWES  
Alcona County, Michigan

CURRENT TAX COLLECTION FUND  
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
Year ended March 31, 2008

	<u>Balance</u> <u>4/1/07</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>3/31/08</u>
<u>Assets</u>				
Cash in Bank and Investments	<u>221 051 99</u>	<u>1 930 614 60</u>	<u>2 149 040 41</u>	<u>2 626 18</u>
<u>Liabilities</u>				
Due to other funds	221 051 99	229 185 18	447 610 99	2 626 18
Due to others	<u>-</u>	<u>1 701 429 42</u>	<u>1 701 429 42</u>	<u>-</u>
Total Liabilities	<u>221 051 99</u>	<u>1 930 614 60</u>	<u>2 149 040 41</u>	<u>2 626 18</u>

# **CAMPBELL, KUSTERER & CO., P.C.**

CERTIFIED PUBLIC ACCOUNTANTS

MARK J. CAMPBELL, CPA  
KENNETH P. KUSTERER, CPA

512 N. LINCOLN AVE. - SUITE 100  
P.O. BOX 686  
BAY CITY, MICHIGAN 48707

TEL (989) 894-1040  
FAX (989) 894-5494

## **AUDIT COMMUNICATION AND REPORT OF COMMENTS AND RECOMMENDATIONS**

August 4, 2008

To the Township Board  
Township of Hawes  
Alcona County, Michigan

We have audited the financial statements of the Township of Hawes for the year ended March 31, 2008. As required by auditing standards generally accepted in the United States, the independent auditor is required to make several communications to the governing body having oversight responsibility for the audit. The purpose of this communication is to provide you with additional information regarding the scope and results of our audit that may assist you with your oversight responsibilities of the financial reporting process for which management is responsible.

### **AUDITOR'S RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES**

We conducted our audit of the financial statements of the Township of Hawes in accordance with auditing standards generally accepted in the United States. The following paragraph explains our responsibilities under those standards.

Management has the responsibility for adopting sound accounting policies, for maintaining an adequate and effective system of accounts, for the safeguarding of assets, and for devising an internal control structure that will, among other things, help assure the proper recording of transactions. The transactions that should be reflected in the accounts and in the financial statements are matters within the direct knowledge and control of management. Our knowledge of such transactions is limited to that acquired through our audit. Accordingly, the fairness of representations made through the financial statements is an implicit and integral part of management's accounts and records. However, our responsibility for the financial statements is confined to the expression of an opinion on them. The financial statements remain the responsibility of management.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than those items of lesser importance or those in which the possibility of material error is remote.

For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

An independent auditor's objective in an audit is to obtain sufficient competent evidential matter to provide a reasonable basis for forming an opinion on the financial statements. In doing so, the auditor must work within economic limits; the opinion, to be economically useful, must be formed within a reasonable length of time and at reasonable cost. That is why an auditor's work is based on selected tests rather than an attempt to verify all transactions. Since evidence is examined on a test basis only, an audit provides only reasonable assurance, rather than absolute assurance, that financial statements are free of material misstatement. Thus, there is a risk that audited financial statements may contain undiscovered material errors or fraud. The existence of that risk is implicit in the phrase in the audit report, "in our opinion."

To the Township Board  
Township of Hawes  
Alcona County, Michigan

In the audit process, we gain an understanding of the internal control structure of an entity for the purpose of assisting in determining the nature, timing, and extent of audit testing. Our understanding is obtained by inquiry of management, testing transactions, and observation and review of documents and records. The amount of work done is not sufficient to provide a basis for an opinion on the adequacy of the internal control structure.

### **SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies are described in Note 1 to the financial statements.

### **OTHER COMMUNICATIONS**

Auditing standards call for us to inform you of other significant issues such as, but not limited to, 1) Accounting estimates that are particularly sensitive because of their significance to the financial statements or because of the possibility that future events affecting them may differ markedly from management's current judgments; 2) Significant audit adjustments that may not have been detected except through the auditing procedures we performed; 3) Disagreements with management regarding the scope of the audit or application of accounting principles; 4) Consultation with other accountants; 5) Major issues discussed with management prior to retention; and 6) Difficulties encountered in performing the audit.

We have no significant issues, regarding these matters, to report to you at this time. Audit adjustments were minimal, and are available to review.

### **COMMENTS AND RECOMMENDATION REGARDING INTERNAL CONTROLS/ COMPLIANCE/ EFFICIENCY**

Our procedures disclosed the following conditions that we would like to bring to your attention:

#### **SEGREGATION OF DUTIES**

The Township's system of internal control is affected by the size of the staff that it can employ.

The ultimate accounting system would include enough employees to completely segregate all aspects of each transaction. Different departments or individuals would handle: transaction authorization, transaction execution, asset handling, recording of transactions, review of transactions and subsequent control of assets.

The Township cannot enact a complete segregation of all aspects of each transaction due to the nature of local units of government. The "cost to benefit" relationship also would not justify a complete segregation of all duties.

We recommend that the Township Board Members understand these circumstances when performing their oversight responsibilities.

These conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our audit of the Township's financial statements and this communication of these matters does not affect our report on the Township's financial statements, dated March 31, 2008.

### **SUMMARY**

We welcome any questions you may have regarding the foregoing comments and we would be happy to discuss any of these or other questions that you might have at your convenience.

Sincerely,

*Campbell, Kusterer & Co., P.C.*  
CAMPBELL, KUSTERER & CO., P.C.  
Certified Public Accountants